

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0468713**
POSITION NO: 240344
POSITION TITLE: _____

DATE POSTED: **05/19/14**
CLOSING DATE: **06/03/14**

Senior Social Worker

DEPARTMENT NAME / WORKSITE: <u>Navajo Children & Family Services Program/St. Michaels, Arizona</u>		
WORK DAYS: <u>MONDAY-FRIDAY</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y65A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>42,764.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>20.56</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Interviews clients with problems such as personal & family adjustments, finances, employment, food, clothing, housing & physical & mental impairments to determine nature and degree of need and for formulating program/services eligibility and case status; assists family members in understanding the clients' needs and aids client & family in working out realistic functional goals for client; identifies psychosocial, economic and physical needs of clients; assesses and reassesses client's support system, available community resources and other factors to plan, develop & implement an appropriate service plan; develops & implements a case plan that presents intervention strategies to meet client needs including alternative placement, job training, socialization, nursing services, legal & medical intervention and financial assistance according to State/Federal regulatory guidelines and budget limitations; provide ongoing case management services by conducting home visits, monitoring delivery of services and quality of care, and reassessing client needs including ongoing eligibility for services; tracks client progress and well-being, evaluates case plan effectiveness, and effectively manages resources; prevents conflicting case plans and duplication of services; secures information such as medical, psychological, and social factors contributing to client's situation; evaluates these together with clients' strengths; attends & provides testimony to state & tribal court proceedings, explains agency & program rules, regulations & procedures; assists clients in completing required forms and in gathering necessary documentation; compiles records and prepares reports; develops and/or reviews service plan and performs follow-up to determine quantity & quality of services provided client and status of client's case; assesses & records client and community resource information, manually or using personal computers, to input and retrieve information; prepares complete & accurate case notes; writes correspondence, reports and other written materials; may prepare statistical reports and summaries; inputs data; works in collaboration with NN Department of Justice and other divisional professionals & supervisors regarding cases & scheduling to coordinate activities; provide training/orientations on program services & recruitment of adoptive homes; contributes to the efficiency & effectiveness of the unit's service to its customers by offering suggestions & directing or participating as an active member of a work team; performs related duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Social Work; and three (3) years professional social service work experience under professional supervision.

Preferred Qualifications:

- A Masters degree in Social Work
- Proficient in Microsoft Office software or other computer applications
- Licensed Independent Social Worker (LISW)

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the theories, principles, practices, and techniques of the social work field; knowledge of social casework objectives, principles, methods & caseload management and organization; Knowledge of the Tribal codes, court systems & their applications; Knowledge of counseling and interviewing techniques; knowledge of Navajo traditional customs; skill in communicating effectively in both oral and in writing; skill in applying professional social work principles, theories, concepts & techniques; skill in interacting with clients from various cultural, economic and spiritual backgrounds; skill in meeting documentation standards for social work agencies; ability to perform complex & specialized casework services with considerable independence.

A favorable background investigation is required.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.